

Oregon Incident Reporting Advisory Committee



Supporting and improving the Oregon Fire Incident Reporting System

MEETING MINUTES

Wednesday, May 23, 2018
1:00 p.m. - 3:00 p.m.
OSFM Headquarters
3565 Trelstad Avenue SE
Salem, OR 97317

Attendees/Representing

Dave Gulledge - Committee Chair
Gert Zoutendijk - Lake Oswego Fire Department*
JW Roberts - Umatilla County Fire District #1*
Kayla Brookshire - Committee Support
Kelsey Dietrick - Tualatin Valley Fire & Rescue*
Paul Rydings - Jackson County Fire District #3*

*indicates remote attendance

Welcome/Introductions

Dave welcomed members and introduced Kayla Brookshire as a new staff member that will be attending meetings.

Approval of meeting minutes

Committee members approved previous meeting minutes from February 14, 2018.

Old Business:

- The 5532 incident type plus one code and 751 actions taken code were added to the approved list as discussed at February 14, 2018 meeting.
- Discussion was held regarding how to communicate code changes. Options suggested included Daily Dispatch, e-mail listserv from DPSST, and the Yammer forum. It was also suggested that iLearn could be used to offer canned trainings, with the opportunity to add an individual to the listserv once they register for a course. Current obstacles were discussed, but Dave expressed that it is a goal to include some form of NFIRS training on iLearn. Small segments of training were suggested.
- Members inquired whether NFIRS training could be made a requirement. Dave advised that NFIRS training requirements are contingent upon NFPA developing standards. In the meantime, agencies may request NFIRS training as a component of officer training classes.

- The need for statutory authority or rules to be updated in line with NFIRS standards was discussed.
- Members discussed restricting generic Incident Type Codes from use. Consensus was that “double zero codes”/heading codes could be restricted from use, but subcategories are still necessary for use and should be maintained.
- Members discussed aid, standby, and move-up call coding scenarios.

Current preferred practice is if the agency responding on behalf of another agency is the only agency on scene, the agency on scene takes responsibility for reporting and codes the report as “Other Aid Given.”

If two agencies are on scene responding on behalf of third agency not present, one agency must report “Aid Given” and another must report “Aid Received” to be decided amongst themselves. One agency must take command and responsibility for reporting as “Aid Received”. Since “Aid Given” is excluded from analysis, the “Aid Received” report is what will be counted for analysis.

Although the preferred reporting method differs from NFIRS standards, it is practical because most agencies are unable to change FDID to reflect the agency that they are responding on behalf of. In addition, fire service injury reports would not exist in the responding agency’s system. Dave offered to write procedure in revised Reporting Policy and bring it forward for adoption at next meeting.

- Members discussed changes regarding confined fires. Analysis shows that 113 & 114 codes are the only confined fires with substantial data collected over the past five years. The recommendation was put forth to only require the basic module for 115-118 codes, and for 113/114 codes, the basic and fire module would be required. The need to adjust reporting software to reflect changes was brought up. A request was made for Dave to write up the proposed changes to be shared with external vendors.

A question was posed regarding coding on confined fires, how should loss be recorded for equipment involved? Dave advised that confined fires exclude fires with damage or dollar loss associated.

- Committee discussed the list of approved plus one codes Candice sent out in advance of today’s meeting. A request was made to analyze the use of the eight plus one code options that currently exist for Canceled in Route to determine whether this information can be obtained in alternative ways (CAD, building a “dispatched to:” option into their run form, etc.) by the agencies using the plus one codes to eliminate the statewide burden of the exhaustive plus one code options. An analysis will be provided in advance of the next meeting.

New Business

- The committee took into consideration the request to add a plus one code pertaining to active threat situations, as requested by a fire agency. The committee unanimously agreed that a plus one code for an active threat is not the most appropriate way to record the scenario. Instead, other code options including 551 capture the information pertinent to the incident that the fire service responded to in this scenario.

For more information, contact: insert contact name, e-mail and phone number.

- A question was posed regarding how to code a fire within a tiny house situated on a trailer. Agreement was reached that 121 is the most appropriate coding option for a mobile dwelling with wheels. Further discussion was had regarding the growing popularity of coding 121 if a dwelling ever possessed wheels due to the differences in construction requirements. Current practice remains to code any home on a permanent foundation as 111.
- Dave shared Dr. O Neal, Deputy Superintendent of NFA's singular request made of the Oregon Fire Association for fire chiefs to place a greater emphasis on quality incident reporting, imploring chiefs to take advantage of NFIRS training opportunities. This statement speaks to the importance of incident reporting and accurate incident coding.
- A request was made for anyone willing to host a regional NFIRS training to reach out.
- A discussion was held regarding the name change from "Oregon Incident Reporting Advisory Committee" to "Oregon Incident Reporting Advisory Commission" so that the terminology more accurately reflects the function of the group. There was consensus in support of the change.

Next meeting

Wednesday, August 8, 2018, 10:00 a.m. – 12:00 p.m. at OSFM Headquarters. Candice will send a reminder regarding the meeting's return to normal scheduled time. The minutes will be posted to the OSFM website.

Meeting adjourned at 2:50 p.m.